



# Civil Aviation Authority of the Philippines PURCHASE ORDER



Supplier: **NEW ILOILO IZEEM COMMERCIAL SUMMIT INC.** PO No.: **2024-11-101**  
 Address: **Mabini Street, Iloilo City** Date: **11/29/2024**  
 TIN: **737-452-086-000** Mode of Procurement: **SVP**

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **CAAP, Iloilo Airport** Delivery Term: **15CD**  
 Mode of Payment: **Check**

| Stock No. | Unit  | Description                                                                                                                                                                                                                                                                               | Quantity | Unit Cost | Amount    |
|-----------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-----------|
| 1         | pcs   | Ballpen 0.5 mm Black (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out                                                        | 230      | 7.00      | 1,610.00  |
| 2         | pcs   | Ballpen 0.5 mm Blue (semi gel; water resistant ink; superfine point; tinted colour barrel; high colour intensity; smooth writing); ventilated safety cap; hard plastic cover, can write 2 to 3 kilometers before the ink runs out                                                         | 60       | 7.00      | 420.00    |
| 3         | boxes | Binder Clips 3/4 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight                                                                                                                                                                                       | 24       | 11.00     | 264.00    |
| 4         | packs | Binder Clips 1 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight                                                                                                                                                                                         | 24       | 22.00     | 528.00    |
| 5         | boxes | Binder Clips 1 1/4 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight                                                                                                                                                                                     | 24       | 24.00     | 576.00    |
| 6         | boxes | Binder Clips 1 5/8 inch (12 pcs/box) Flawless finish, High strength, Precisely designed, Light weight                                                                                                                                                                                     | 24       | 54.00     | 1,296.00  |
| 7         | packs | Board Paper Aqua Blue, 8.5x13in. 10's/pack, 160gsm                                                                                                                                                                                                                                        | 36       | 74.00     | 2,664.00  |
| 8         | reams | Bond Paper A4 20gsm 500 sheets per ream                                                                                                                                                                                                                                                   | 300      | 200.00    | 60,000.00 |
| 9         | reams | Bond Paper long 8.5" x 13" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY                                                                                                                             | 100      | 220.00    | 22,000.00 |
| 10        | reams | Bond Paper Short 8.5" x 11" 500 sheets per ream, white, smooth finish, 20 gsm/substance 20, suitable for copier, laser, mono ink jet, litho, fax; HIGH QUALITY                                                                                                                            | 50       | 184.00    | 9,200.00  |
| 11        | boxes | Carbon Paper, Black, Long, 100Sheets/box                                                                                                                                                                                                                                                  | 4        | 556.00    | 2,224.00  |
| 12        | boxes | Carbon Paper, Blue, Long, 100Sheets/box                                                                                                                                                                                                                                                   | 2        | 700.00    | 1,400.00  |
| 13        | pcs   | Clip Board w/ cover Royal Blue                                                                                                                                                                                                                                                            | 10       | 84.00     | 840.00    |
| 14        | pcs   | Correction Tape, no waiting, fast and clean, write over                                                                                                                                                                                                                                   | 120      | 20.00     | 2,400.00  |
| 15        | pcs   | Cutter                                                                                                                                                                                                                                                                                    | 12       | 25.00     | 300.00    |
| 16        | pcs   | Cutter Blade (10pcs/tube)                                                                                                                                                                                                                                                                 | 12       | 18.00     | 216.00    |
| 17        | pcs   | Double Sided Tape; ordinary, 1"                                                                                                                                                                                                                                                           | 24       | 22.00     | 528.00    |
| 18        | pcs   | Expanded Folder long (Red)                                                                                                                                                                                                                                                                | 100      | 11.00     | 1,100.00  |
| 19        | pcs   | Expanded Envelop long (Red)                                                                                                                                                                                                                                                               | 50       | 14.00     | 700.00    |
| 20        | pcs   | Expanded Envelop long (Yellow)                                                                                                                                                                                                                                                            | 50       | 14.00     | 700.00    |
| 21        | pcs   | Highlighter (pastel blue)                                                                                                                                                                                                                                                                 | 24       | 10.00     | 240.00    |
| 22        | pcs   | Highlighter (yellow)                                                                                                                                                                                                                                                                      | 24       | 10.00     | 240.00    |
| 23        | boxes | Laminating Film A3, easy to operate on laminating machines, shorter operation time and labor savings, strong, versatile and lightweight and ideal for use with all types of print, low melt adhesive coating inside; good resistance to scuff, scratch and tear, gloss finish 250 microns | 1        | 3,000.00  | 3,000.00  |
| 24        | pcs   | Filing Folder white long                                                                                                                                                                                                                                                                  | 1000     | 5.00      | 5,000.00  |



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|-----------|-------|-------------------------------------|----------|-----------|----------|
| 25        | pads  | Memo Pads Colored 3x3               | 36       | 18.00     | 648.00   |
| 26        | pads  | Memo Pads Colored 3x4               | 36       | 23.00     | 828.00   |
| 27        | reams | Mimeographing Paper, long, ordinary | 50       | 180.00    | 9,000.00 |
| 28        | boxes | Paper Clips (Big) 50mm              | 48       | 19.00     | 912.00   |
| 29        | boxes | Paper Clips (Small) 33mm            | 36       | 8.00      | 288.00   |
| 30        | boxes | Paper Fastener (Plastic)            | 24       | 28.00     | 672.00   |
| 31        | pcs   | Permanent Marker Pen (Black)        | 36       | 13.00     | 468.00   |
| 32        | packs | Photo Paper, Glossy, A4, Waterproof | 24       | 50.00     | 1,200.00 |
| 33        | pads  | Post it 2 x 1.5                     | 36       | 50.00     | 1,800.00 |
| 34        | pads  | Post it 3x3                         | 36       | 63.00     | 2,268.00 |
| 35        | pads  | Post it 3x4                         | 36       | 70.00     | 2,520.00 |
| 36        | packs | Push Pin                            | 12       | 19.00     | 228.00   |
| 37        | boxes | Rubber Band, Big                    | 10       | 162.00    | 1,620.00 |
| 38        | pcs   | Scotch Tape 1"                      | 36       | 18.00     | 648.00   |
| 39        | pcs   | Scotch Tape 2"                      | 24       | 28.00     | 672.00   |
| 40        | pcs   | Sign pen Black 0.4 My gel           | 36       | 27.00     | 972.00   |
| 41        | pcs   | Sign pen Blue 0.4 My gel            | 96       | 27.00     | 2,592.00 |
| 42        | pcs   | Sign pen Black 0.7 My gel           | 120      | 20.00     | 2,400.00 |
| 43        | pcs   | Sign pen Blue 0.7 My gel            | 120      | 20.00     | 2,400.00 |
| 44        | boxes | Signature Post IT, 24pcs per box    | 10       | 280.00    | 2,800.00 |
| 45        | pcs   | Staepler #35                        | 12       | 200.00    | 2,400.00 |
| 46        | boxes | Staple Wire #35                     | 50       | 37.00     | 1,850.00 |
| 47        | pcs   | Whiteboard Marker Blue              | 24       | 48.00     | 1,152.00 |
| 48        | pc    | Whiteboard 4x3                      | 1        | 2,000.00  | 2,000.00 |

Total Amount in words **One Hundred Fifty-Nine Thousand Seven Hundred Eighty-Four Pesos Only** **159,784.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for everyday of delay shall be imposed.

Very truly yours,

**MANUELA LUISA F. PALMA**  
 Airport Manager I  
 Authorized Official

Conforme:

**HARRYNE LAMSON**  
 Signature over Printed Name of Supplier  
 Date: **DEC 03 2024**

Funds Available:

**MS. LIZA MAE NAORBE**  
 Area Accountant

BUR No.: **2024-11-0099**  
 Amount: **P 159,784.-**